

THE VIRGINIA BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS MEETING MINUTES

The Virginia Board for Waste Management Facility Operators met on Friday, July 12, 2011, at the offices of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia.

The following members of the Board were present:

Mark E. Brandon
Joyce M. Doughty
Debra A. Jacobs
Debra A. Miller

The following members of DPOR staff were present during all or part of the meeting:

Gordon N. Dixon, Director
Mark N. Courtney, Deputy Director of Licensing and Regulation
David E. Dick, Executive Director
Jill Hrynciw, Board Administrator
Michele Atkinson, Board Administrator
Amy Goobic, Administrative Assistant
Earlyne Perkins, Legal Analyst

Elizabeth Peay, from the Office of the Attorney General, was present during the meeting.

Ms. Miller, Acting Chair, finding a quorum of the Board present,
called the meeting to order at 10:04 a.m.

Call to Order

Ms. Doughty moved to elect Ms. Miller as Board Chair. Ms. Jacobs
seconded the motion which was unanimously approved by members:
Brandon, Doughty, Jacobs and Miller.

Election of Board Chair

Mr. Brandon moved to approve the agenda as amended. Ms. Jacobs
seconded the motion which was unanimously approved by members:
Brandon, Doughty, Jacobs and Miller.

Approval of Agenda

Ms. Jacobs moved to approve the following minutes as amended:

Approval of Minutes

May 27, 2010 – Board Meeting; and
May 24, 2011 – IFF Minutes.

Ms. Doughty seconded the motion, which was unanimously
approved by members: Brandon, Doughty, Jacobs and Miller.

There were no comments made to the Board.

**Public Comment
Period**

Regarding **File Number 2011-04439, Anthony Duff**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Presiding Officer's Summary and Recommendation. Mr. Duff was not present to address the Board. Ms. Doughty moved to accept the recommendation of the Presiding Officer and approve Mr. Duff's license application. Ms. Jacobs seconded the motion which was unanimously approved by members: Brandon, Doughty, Jacobs and Miller.

**File Number 2011-
04439, Anthony
Duff**

Board members discussed the Hampton / NASA Steam Plant Course and considered the application for training course approval. Ms. Miller stated that several of the regulations referred to in the course material have been changed and submitted to the Registrar's office for publication. Ms. Miller suggested informing the applicant of these changes to the regulations. Ms. Doughty stated that several of the exam questions may need clarification. Ms. Doughty moved to approve the application conditionally, with staff given authority to advise the applicant of the requested changes to the course material. Ms. Jacobs seconded the motion which was unanimously approved by members: Brandon, Doughty, Jacobs and Miller.

**Review of Hampton
/ NASA Steam Plant
Course**

The Board members participated in the Conflict of Interests Act training as it is required of all board members. Board members signed certificates verifying that they had completed the training course.

**Conflict of Interests
Act Training**

The Board members completed their conflict of interest forms and travel vouchers.

**Conflict of Interest
Forms**

There being no further business to conduct the meeting adjourned at 11:20 a.m.

Adjournment

Debra Miller, Chair

Gordon N. Dixon, Secretary